

PLEASE SEE THE BUILDING DEPARTMENT FOR AN ORIGINAL FORM

HINGHAM BUILDING DEPARTMENT
Pre-Permit Review

Owner's Name _____ Date _____
Project Type _____
Owner's Address _____ Project Address _____
Map _____ Key _____
Contact Name & Phone _____

| | <u>Reviewed by</u> | <u>Action required</u> | <u>Date</u> |
|----------------------------------|--------------------|------------------------|-------------|
| Assessor | _____ | _____ | _____ A |
| Board of Health | _____ | _____ | _____ B |
| Conservation Commission | _____ | _____ | _____ C |
| Department of Public Works | _____ | _____ | _____ D |
| Fire Prevention | _____ | _____ | _____ F |
| Historical/Districts Commissions | _____ | _____ | _____ H |
| Planning Board | _____ | _____ | _____ P |
| Sewer Commission | _____ | _____ | _____ S |
| Treasurer (see first) | _____ | _____ | _____ T |
| Zoning Board of Appeals | _____ | _____ | _____ Z |

PERMIT PROCESS

1. *Please see all required departments for pre-permit project review, **beginning with the Treasurer's Office.** Department reviews required for specific projects are listed on the back of this form. **Not all projects require all dept's. listed. Please ask if you have any questions.***
2. *Assemble all documentation, hearing decisions/certificates necessary to complete the project application. Projects may require a hearing, or department(s) may request additional material in order to conduct a complete project review.*
3. *Submit completed application to Building Department for Building Commissioner's review. A complete application must include the *Pre-Permit Review* sheet signed by all required departments; all requested documents, information, proof(s) of hearing and required fees. If application is complete- application will be accepted by the Building Commissioner. If application is not complete – application will be returned to applicant, and may be resubmitted when complete.*
4. *Applicant/Contractor is contacted by the Building Department when permit is issued.*

For your convenience, most inspectors/administrators are available to review applications from 10:30 A.M. – 12:00 P.M. on Tuesday, 8:30-10:30 A.M. on Thursday, and on Tuesday evening from 5 - 7:00 P.M. You are also welcome to call for an appointment.

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About the Permit Process.....

The following table lists the departments required to review each type of building project application. These *pre-permit department project reviews* are part of an overall effort to improve the permitting process by identifying and simplifying the steps involved. The process is designed to decrease the time it takes to obtain most building permits by channeling applications to appropriate departments first. As an applicant, you can easily track the progress of your application. You will also be able to determine immediately if a hearing or additional information is required so that a *complete application* is submitted for final Building Department review. The chart below will help you to determine which departments must review your project.

| PROJECT TYPE | REQUIRED REVIEW |
|---|------------------------|
| Residential | |
| Build new home/Modular home | A B C D F H P S T Z |
| Renovate/Restore/Remodel (existing home) | |
| Build Addition | B C F H S T Z |
| Roofing/Siding/Windows/Doors/Woodstove/Chimney | H T |
| Sheds/Detached Garages/Barns and Outbuildings | B C H S T Z |
| Decks/Pool | B C H S T Z |
| Landscape Improvements – driveways, fencing, stonewalls, other landscape features | B C D H T Z |
| Demolition (see demolition application for additional requirements) | B C D F H S T Z |
| Street Tree Removal/Curb Cut | C D T H |
| Commercial | |
| Build Commercial Structure | A B C D F H P S T Z |
| Commercial Addition | B C F H S T Z |
| Tenant Fit-Up | B F H P S T Z |
| Roofing/Siding/Windows/Doors | H T |
| Parking/Landscaping | C D F H T Z |
| Signs | C H T Z |
| Demolition | B C D F H S T Z |
| Street Tree Removal/Curb Cut | C D H T |

Key to Department Abbreviations:

| | | |
|----------|--------------------------------------|-----------------|
| A | Assessor | 741-1455 |
| B | Board of Health | 741-1466 |
| C | Conservation | 741-1445 |
| D | Department of Public Works | 741-1430 |
| F | Fire Prevention | 741-1488 |
| H | Historical/Historic Districts | 741-1492 |
| P | Planning | 741-1419 |
| S | Sewer | 741-1451 |
| T | Treasurer* | 741-1408 |
| Z | Zoning Board of Appeals | 741-1494 |

***All taxes must be paid in order to obtain a building permit. Please see Treasurer before visiting other departments.**

6/01/06